

FASTIMES

ISSUED BY THE FLEET AND INDUSTRIAL SUPPLY CENTER
NORFOLK EAST COAST FAS TEAM SITES
NOVEMBER 2000

Routing: Supply____ Contracts____ Buyers____ APC____ AO____ Cardholder____

PMR SITE IN PHILADELPHIA CLOSES

Effective 1 October 2000 the PMR Site in Philadelphia was closed. All activities in the northeast region of the Navy Field Contracting System (NFCS) previously serviced and supported by the PMR Team in Philadelphia will now receive that same support from the Norfolk Site. Please feel free to contact any of the analysts whose names and numbers appear at the end of this Newsletter.



FAREWELL AND GOOD LUCK TO HAZEL SUMPTER and JOHN DORMER

This is good and bad news at the same time. The bad news is the departures of Hazel Sumpter and John Dormer from the PMR Team at Philadelphia. The good news is that they are going to continue to work in the acquisition field where we know that they will do great things. Hazel has been promoted and will be joining the Naval Supply Systems Command (NAVSUPSYSCOM) Headquarters as a Procurement Analyst. Hazel is a well-

informed Procurement Analyst, and an outstanding instructor who has proved to be a wealth of information to the field commands. John Dormer has moved into the Contract Operations Division of the FISC Philadelphia Detachment where he will use his negotiating skills as a Contract Specialist. We wish them the best. By the way, catch John on "Who Wants to be a Millionaire" on November 22.

A FAREWELL FROM HAZEL

For some time now I've pondered the decision of whether to stay with the Procurement Management Review (PMR) team or professionally pursue career advancement elsewhere. After weighing pros and cons, I chose the latter and I've accepted a position at the Naval Supply Systems Command Headquarters in Mechanicsburg, PA. This was a difficult

decision for me because after approximately ten years with the PMR team, I leave with a full cup of accomplishments, rewards, and memorable experiences with you my co-workers, students and customers. I'll never forget you for there's a void in my heart that can never be filled. If you're in the Mechanicsburg area, stop by to say hello. For now, I must say FAREWELL. God Bless all of you.

WHAT A BARGAIN!



Who says there are no bargains left in this world? Effective October 1, 2000 we eliminated the tuition charge for all of our standard classes (Simplified Acquisition Procedures [SAP], Contracting Officer's Representative [COR], and the Purchase Card [PC] classes). If we teach a special class for your command, we will still charge you our travel and per diem at actual cost, but there is no longer a per student tuition

charge. Just think of it as our Happy New Millenium gift to you!! You can download our training schedule of classes at the FISC Norfolk web page www.nor.fisc.navy.mil or contact Milly Matherne, Debra Blakely, or Jestine Middleton (telephone numbers appear at the end of the Newsletter).



NAVY AND MARINE CORPS INTRANET (NMCI)

The contract for the long awaited Navy and Marine Corps Intranet system was awarded on October 6, 2000. Effective immediately, all prospective procurements exceeding \$25,000 for Information Technology (including orders against existing contracts) must be reviewed to ensure that only IT capabilities NOT available under the NMCI are purchased. The following types of procurements are excluded from the review:

- local voice services (voice integration will not be available until FY 03)
- Top Secret or compartmentalized information
- cryptologic related activities relating to national security systems
- computer resources (hardware and software) that are "physically part of, dedicated to, and essential in real time to the mission performance of a weapons system of a shipboard system related to the Information Technology for the Twenty
- First Century (IT-21) effort. Deployable workstations, laptops and the like are not an exemption.

The reviews should establish that a prospective purchase is only for IT unavailable under the NMCI contract unless one of the following criteria is met:

- The HCA has determined that the specific hardware, software or services are essential to successful execution of a command or program initiative and is needed before it can be delivered against the NMCI contract. NMCI POC Ms. Ellen Polen, polene@spawar.navy.mil, (619) 524-7388 must verify that the contract cannot be modified to accommodate such a requirement; or

- The contract is for IT services for which the period of performance will expire before the requiring activity will transition to NMCI or within a reasonable time thereafter as agreed to by the NMCI government management office and the requesting official. The above information comes from an OASN (R.D.&A) Memorandum for DON HCA's that may be found at www.abm.rda.hq.navy.mil.

NEW DD 350 AVAILABLE ONLINE

You must use the new version of the DD 350 for reporting purchases equal to or exceeding \$25,000. Download the new form at <http://www.navypmrs.nor.fisc.navy.mil> Go to the "Forms" tab. Move your cursor to "FY2001 DD Form 350" and double click on "VIEW". If you input directly to the PMRS system you must use this form. If you send

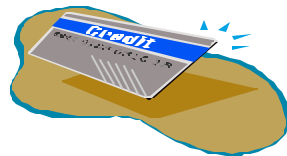
your DD 350's to your local PMR office you must send it on this form. Any DD 350's received on other forms will have to be returned to you to re-work. The DD 1057 will probably be online by the time you read this. (Just below the DD 350) and there are instructions available as well.

APPROPRIATED FUNDS FOR THE PROCUREMENT OF LIGHT REFRESHMENTS



The Office of the Assistant Secretary, Financial Management and Comptroller (OASN/FMC) in a letter dated 31 May 2000 accepted the amendment to the Joint Travel Regulation (JTR) and Joint Federal Travel Regulations (JFTR) authorizing the use of appropriated funds to procure light refreshments for Government sponsored conferences. Conferences include meetings, retreats, seminars, or symposiums involving attendee travel and certain related training activities as provided in 5 CFR 410.404. To qualify as a "conference" consideration must have been given to conditions such as having it on-site at a government facility,

conducting cost comparisons, and the authority of the sponsor to obligate the Government in contracts. Periodic meetings where most of the participants do not travel don't qualify as a conference. When using off-site facilities, the cost of light refreshments may be included in the contract to rent the facility; or if on-site, the purchase card can be used to obtain light refreshments. By definition, light refreshments include coffee, tea, soft drinks, milk, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. NO ALCOHOLIC BEVERAGES and NO MEALS PLEASE!



APC REVIEW AND REPORT PROCEDURES

To ensure consistent review and reporting of purchase card processes, the Naval Supply Systems Command (NAVSUP) has developed new procedures. All activities using the purchase card are required to

conduct semiannual reviews of their program. Activities who have only purchase card authority must annually report the results of these reviews to the cognizant PMR office or face the possibility of an

onsite audit at your expense. If you have not yet submitted your report of semi-annual reviews, you should do so immediately as we will begin setting up a schedule of onsite reviews (at YOUR expense) sometime in calendar year 2001. FISC Norfolk letter dated 21 August 2000 provided further

details on this procedure. If you need any information with regard to required purchase card reviews, do not hesitate to contact one of the analysts listed at the end of this Newsletter.

For Procurement Assistance, please contact:

Norfolk (serving the Northeast and central US area):

Susan Garrow, Director (757) 443-2063 DSN 646-2063
susan_garrow@nor.fisc.navy.mil

John Folston (757) 443-2062 DSN 646-2062 john_w_folston@nor.fisc.navy.mil
Marty Harrell (757) 443-2064 DSN 646-2064 martin_l_harrell@nor.fisc.navy.mil
Liz Lewis (757) 443-1606 DSN 646-1606 elizabeth_v._lewis@nor.fisc.navy.mil
Joyce Stukekey (757) 443-2071 DSN 646-2071 joyce_e._stukey@nor.fisc.navy.mil

For classes: Milly Matherne (Training Coordinator) (757) 443-2065 DSN 646-2065 milly_n._matherne@nor.fisc.navy.mil, or
Debra Blakely, Office Assistant (757) 443-2060
DSN 646-2060 debbie_a_blakely@nor.fisc.navy.mil

Charleston (serving the Southeast)

Pat Byrd (843) 743-7401 DSN 563-7401 chr1pab@chr10.med.navy.mil
Joy Bennett (843) 743-7406 DSN 563-7406 chr1bjc@chr10.med.navy.mil
Eric Kemmerer (843) 743-7407 DSN 563-7407 chr1erk@chr10.med.navy.mil
For Classes: Jestine Middleton, (Training Coordinator) (843) 743-7400
DSN 563-7400 chr1jmj@chr10.med.navy.mil

Keep these numbers handy and use them!

